

PROCUREMENT REQUIREMENTS STAFF

I. MISSION

As a staff officer, under the direct supervision of the Executive, the Chief, Procurement Requirements Staff, is charged with providing a point of central coordination for the Agency in meeting and solving the problems involved in requirements for and procurement of facilities, materials, equipment and services.

II. FUNCTIONS

The Chief, Procurement Requirements Staff, shall:

- A. Continuously determine in collaboration with Agency officials the broad priority requirements of the Agency for facilities, materials, equipment and services.
- B. Negotiate on a policy basis, with appropriate Government departments and agencies, agreements which will ensure that the Agency requirements for facilities, materials, equipment and services are met on a timely basis.
- C. Establish, through channels, and supervise generally, liaison contact arrangements with other Government departments and agencies for the Agency officials charged with responsibility for the procurement and supply of facilities, materials, equipment and services.

OK

*[Handwritten signature]*

19 Oct.

~~SECRET~~